

Information included in this form will indicate the location of an employee if injured while working out of state.

SUMNER COUNTY GOVERNMENT

OUT OF STATE TRAVEL FORM

DATE: _____

DRIVER'S NAME: _____

DESCRIPTION OF DRIVER: (DEPUTY, PARAMEDIC, ETC.) _____

DRIVER'S LICENSE NUMBER: _____ STATE: _____

EXPIRATION DATE: _____

DEPARTMENT/OFFICE/SCHOOL: _____

LEAVE DATE: _____ RETURN DATE: _____

DESTINATION: _____
(CITY) (STATE)

PURPOSE OF TRIP: _____

TYPE OF VEHICLE (AMBULANCE, COUNTY AUTO, ETC.): _____

COUNTY ASSIGNED VEHICLE NUMBER: _____

VIN#: _____ VEH. LICENSE NUMBER: _____

THE ABOVE INFORMATION IS REQUIRED ON ANY VEHICLE USED WHETHER IT BE PERSONAL, LEASED OR LOANED.

COUNTY OFFICIAL/SUPERVISOR

Tennessee has Tort Liability, which applies to Sumner County Government for any incidents occurring inside the state. However, if we travel out of state we must have an excess business auto policy. In order to be covered under our excess business auto policy, this form must be completed and on file in the Human Resource Office before the date of any out of state trip. This form does not provide Liability Coverage for personal vehicles. The vehicle must be insured by the owner of the vehicle and such coverage should address any and all liability issues.